INSTRUCTIONS FOR PRINTING "OFFICIAL" POSITION DESCRIPTIONS IN PEOPLEADMIN

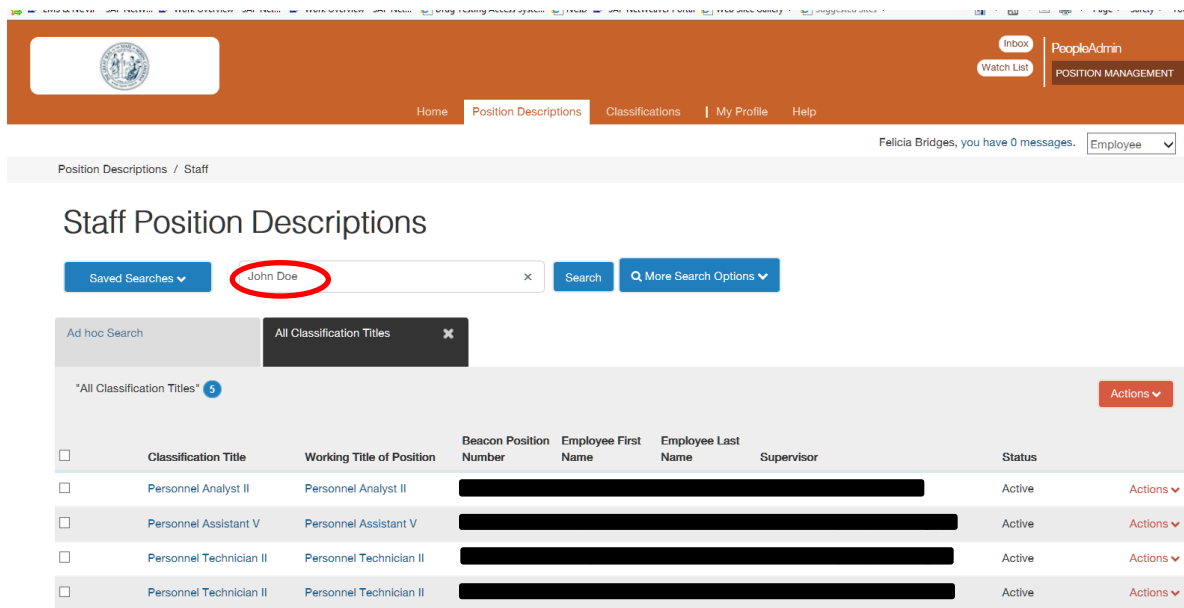URL: https://oshrnc.peopleadmin.com/hr/login - your screen should show ORANGE borders. If not, use the drop-down box in upper right corner to change to POSITION MANAGEMENT.

Select Staff from the Position Descriptions menu:

Enter the name of the employee or position number of the position you need to edit:

Double-click on the working title of the position:

When the Position Description appears, select the Reports tab:

Under the Reports Tab, select Position Description Report:

This will pull up the officially formatted Position Description Report. Right Click and select Print and it will print the report, including appropriate signature lines, as well as the ADA Checklist: